

EXCAVATION-TRENCHING-PILEDIVING CHECKLIST
(The assigned engineer is responsible for completing this form)

ORIGINATOR (ENGINEER or MAINTENANCE DEPT.) _____ DATE _____

Owning Department (DEPARTMENT ISSUING PERMIT) _____ 811 DIG# _____

WORK AREA (EXACT WORK LOCATION) _____

TYPE OF WORK TO BE PERFORMED _____

THIS "CHECKLIST" COMPLETE, WITH ALL SIGNATURES, SHALL ACCOMPANY AND BE MAINTAINED WITH THE WORK PERMIT

ENGINEERING OR MAINTENANCE DEPARTMENT	REQUIRED (YES/NO)	RESPONSIBLE PERSON	COMPLETED DATE & INITIALS	COMMENTS OR RESPONSE
Is the scope of work to be performed understood by all involved departments?		ORIGINATOR		
Has the EXACT location of the work been reviewed by the owning department?		ORIGINATOR		
Has the positioning/set-up of equipment and its movement around the unit been reviewed? If so, by whom?		ORIGINATOR		
Has the location of where the equipment is to be staged when not in use been reviewed (i.e., will not block unit, emergency equipment, left on mat, boom up).		ORIGINATOR		
Have underground piping/wiring/structures been identified and marked? Include attachments.		ORIGINATOR		
Is there a concern that there could be unidentified underground piping?		MECHANICAL ENGINEER		
Is there a concern that there could be unidentified underground wiring?		E&I ENGINEER		
Is there a concern that there could be unidentified underground structures?		MECHANICAL ENGINEER		
If excavating near a structure (i.e. building foundations, pipe rack supports, etc.), will structure stability be maintained? (If no, requires an engineered shoring plan.)		MECHANICAL ENGINEER		
Have the contractors performing the work been informed that they are working by operating units and understand their responsibilities?		MAINTENANCE REPRESENTATIVE		
Has a review of the drawing(s) and field location(s) regarding work to be performed been conducted with all parties?		MAINTENANCE REPRESENTATIVE		
OWNING DEPARTMENT (OPERATIONS or PRODUCT CONTROL)				
If the work is to be performed inside of or adjacent to an operating unit, equipment, or area have all possibilities of how this could affect the area been reviewed?		superintendent, OMC, Shift Leader		
Is there an operational concern while this job is being performed?		Superintendent, OMC, Shift Leader		
Has a review of the drawing(s) and field location(s) regarding work to be performed been conducted with all parties?		Superintendent, OMC, Shift Leader		

EXCAVATION-TRENCHING-PILEDIVING CHECKLIST
(The assigned engineer is responsible for completing this form)

EXCAVATION-TRENCHING-PILEDIVING CHECKLIST
(The assigned engineer is responsible for completing this form)

1. The assigned engineer is responsible for coordinating these items. This also includes having the opposite discipline engineer sign in the appropriate box (e.g., the Team/Project E&I Engineer signs in the underground wiring box, the Team/Project Mechanical Engineer signs in the underground piping box).
2. Owing department is responsible **FOR ISSUING WORK PERMIT AND ALL ACCOMPANYING FORMS**
3. If excavation, trenching, or pile driving is done next to a LIVE unit or equipment, an MPC employee with a radio **SHALL** be present while job is in progress.
4. Hand-probing of work area **SHALL** be conducted if underground piping/wiring/structures are not known.
5. Contact One Call "811" to check for underground services (utilities, phone lines, etc.) in areas outside of the LRD fence line.

OWNING DEPARTMENT REPRESENTATIVE

MAINTENANCE REPRESENTATIVE

PROJECT ENGINEER